

MEMORANDUM FOR : Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy to the DCI for National Intelligence Programs
Evaluation

SUBJECT : Physical Fitness Room

1. On an experimental basis, a physical fitness room will be ready for use on 1 September 1964 in Room BE-48 in Headquarters Building. The room is comparatively small with limited equipment which can accommodate about 25 individuals at one time. Because of this and since we have no experience as to the extent to which the room will be used, I am using this memorandum to advise you of the opening of the facility rather than publishing an Agency-wide announcement.

2. Initially, the following principles will govern the operation of the physical fitness room on an experimental basis:

a. The room will be open 22 hours a day. It will be closed for cleaning from 9:30 p.m. until 11:30 p.m. Monday through Friday and from 6:00 a.m. until 8:00 a.m. on Saturday. On Sundays, it will be open 24 hours.

b. An attendant will be on duty from 0930 hours until 1800 hours Monday through Friday (These hours may be changed if we gain experience which will give us a better indication of the most advantageous times to have an attendant on duty).

c. Priority use will be given to individuals who are receiving medical therapy and physical conditioning related to official duty or standby TDY requirements. Such individuals may reserve the time for such exercises by calling [] any time the attendant is on duty.

d. On a space-available basis, the room will be available to all other male employees. When we have developed some experience in the operation of the room, a decision will be made as to whether it is practical for the facility to be made available to female employees.

e. Users of the facility will be charged 35¢ per visit for the use of the equipment, showers, soap, and towels. All users will be required

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Offices Are Urged To Give Workers An Exercise Break

WASHINGTON, Nov. 22 (AP) — Reorganization of office work schedules to encourage active exercise was recommended today to help prevent heart attacks.

A panel of heart-disease experts recommended also that sponsors of new housing incorporate gymnasiums, swimming pools or "other facilities for active recreation" in their projects.

These recommendations were made at the opening of the Second National Conference on Cardiovascular Diseases. The meeting of more than 600 doctors and educators in the field of heart disease is sponsored by the American Heart Association, the National Heart Institute and the Heart Disease Control Program of the Public Health Service.

The proposals were made by one of several committees assigned to assay progress made in the fight against heart disease in the 15 years since the first conference.

DDCI
DD/S
C/Medical Staff
C/Benefits & Services Division

This is from the 23 November New York Times and certainly justifies our development of our Exercise Room. I hope that we can continue to expand this facility and encourage more and more of our officer personnel to use it. I have been very pleased to learn that three of our Deputy Directors have personally used it and I hope more and more will continue to do so under carefully controlled and supervised conditions.

L.B.K.
Lyman B. Kirkpatrick

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